19. Flight Safety—Mishaps

19.1 Summary

The Flight Safety—Mishaps function of the Metrics application consists of eight (8) screens for information about mishaps: where, when, contributing factors, pertinent narratives, aircraft and/or facilities involved, injuries/fatalities, property damage and news release. Having such information allows for analysis that can prevent the reoccurrence of the same or similar mishaps.

When the Flight Safety—Mishaps screen 1 opens, you can either select Open or New as explained in Section 6. The procedures for using these options in the Flight Safety—Mishaps function are discussed below.
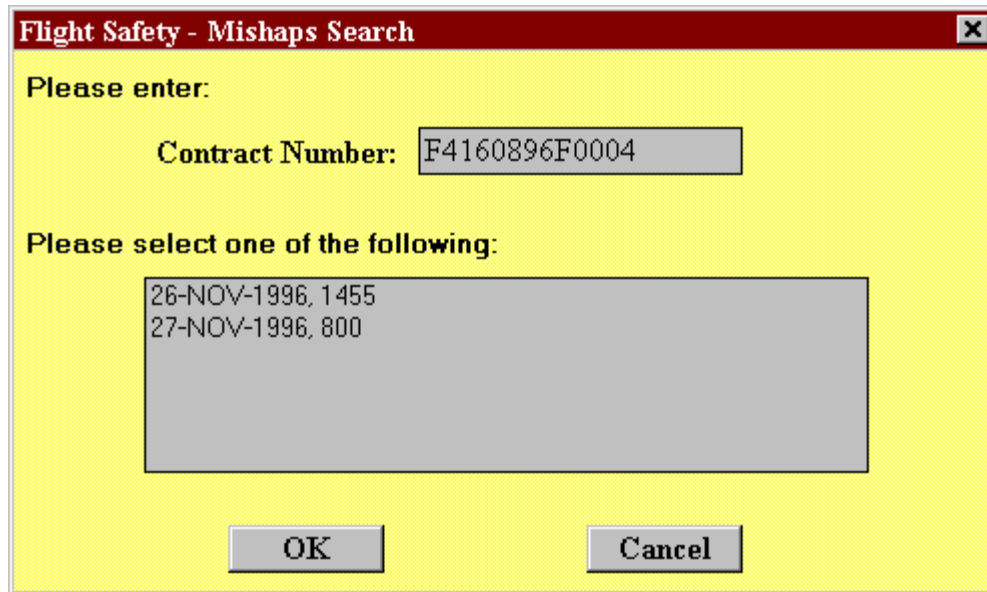
Open

If you want to find an existing record to view or edit, select Open by clicking on Open in the drop-down list of File options or on the Open icon. When you do, the Search window shown in Figure 19.1 pops up on your monitor with the cursor in the Contract Number data box. Type in the Contract Number (19.2.1.2) for the record you want to find, and then press Tab or Enter.

Figure 19.1 Flight Safety--Mishaps Search Pop-Up Window

When you click press Tab or Enter, the application searches for matching records. When the search is over, the matching records are displayed on the bottom of the Search window (Figure 19.2). Click on (select) the one you want based on the date and time of the mishap, and then click on **OK**. Information associated with the record you selected is displayed on your screen.

Figure 19.2 Flight Safety-Mishaps Search Pop-Up Window with Matching Records

If no matching record is found, a message window (Figure 19.3) pops up on your monitor informing you that "No data met your search criteria." Click on **OK** to make this window disappear.

Figure 19.3 No Data...Pop-Up Message

New

If you want to add a new record, select New by clicking on New in the drop-down list of File options or on the New icon. When you do, the cursor is placed in the District data box on Flight Safety—Mishaps screen 1 where you can begin entering your new record.

19.2 Flight Safety - Mishaps Screen 1

Screen 1 (Figure 19.4) has 22 data elements. The data elements in the top part of the screen are for information about the contract number, contractor, PCO, ACO, safety office and submission information. The data elements in the bottom part of the screen are for information pertaining to notification and mishap type, class, the owning Department of Defense component, and where and when the mishap occurred.

Figure 19.4 Flight Safety - Mishaps Screen 1
Note: Numbers in data boxes indicate corresponding section numbers.

19.2.1 Fields for Flight Safety - Mishaps Screen 1

19.2.1.1 District

This is for the MOCAS code (up to 5 alpha characters) which identifies the Defense Contract Management Command (DCMC) District. It is required data element, automatically populated based on the Username entered during the log-in procedure.

19.2.1.2 CAO

This is for the 2-character (alpha) MOCAS code which identifies the Contract Administration Office (CAO). It is a required data element, automatically populated based on the Username entered during the log-in procedure.

19.2.1.3 Contract Number

Enter the 17-character identifier that uniquely identifies the contract. This is a required data element.

19.2.1.4 CAGE

This is for the 5-character (alphanumeric) code which identifies a contractor and its location. It is automatically populated based on the Contract Number (19.2.1.2).

19.2.1.5 Contractor Name

This box is automatically populated with the contractor's name (up to 30 alphanumeric characters) which corresponds to the Commercial and Government Entity (CAGE) code (19.2.1.4).

19.2.1.6 Address

This box is automatically populated with the contractor's address (up to 30 alphanumeric characters) which corresponds to the Commercial and Government Entity (CAGE) code (19.2.1.4).

19.2.1.7 PCO

Enter the office symbol (up to 30 alphanumeric characters) for Procuring Contracting Officer.

19.2.1.8 ACO

Enter the name (up to 30 alphanumeric characters) of the Administrative Contracting Officer.

19.2.1.9 Safety Office

Enter the name (up to 30 alphanumeric characters) of the Safety Office.

<u>Submission Information Section</u>

19.2.1.10 Name

Enter the name of the person (up to 30 alphanumeric characters) filling out this mishap report. This is a required data element.

19.2.1.11 Title

Enter the title (up to 20 alphanumeric characters) of the person filling out this mishap report. This is a required data element.

19.2.1.12 Organization

Enter the organization (up to 2 alphanumeric characters) of the person filling out this report. This is a required data element.

19.2.1.13 Commercial Phone

Enter the commercial telephone number (up to 10 alphanumeric characters) for the person filling out this report. If you enter ten (10) digits, the systems formats it as (XXX)XXX-XXXX; for any other number of digits, the phone number appears exactly as you type it. This is a required data element.

19.2.1.14 DSN Phone

Enter the Defense Switched Network (DSN) telephone number (up to 10 alphanumeric characters) of the person filling out this report. If you enter ten (10) digits, the systems formats it as (XXX)XXX-XXXX; for any other number of digits, the phone number appears exactly as you type it. This is a required data element.

Bottom Section

19.2.1.15 Notification Type

Indicate the stage of notification by selecting the circle which corresponds to one of the following: Initial, Supplemental or Final.

19.2.1.16 Mishap Type

Indicate the type of mishap that occurred by selecting the circle which corresponds to one of the following: Flight, Flight Related, Aircraft Ground or Ground Missile.

19.2.1.17 Class

Indicate the class of mishap that occurred by selecting the circle corresponding to A, B or C (to indicate the class) where:

- Class A mishaps include mishaps that result in aircraft destruction or aircraft damage in excess of one million dollars ($1,000,000), or the death or permanent disability of Department of Defense (DoD) personnel.

- Class B mishaps include mishaps that result in aircraft damage in excess of two hundred thousand dollars ($200,000), or permanent partial disability or inpatient hospitalization of more than five Department of Defense (DoD) personnel.

- Class C mishaps include mishaps that result in aircraft damage in excess of one hundred thousand dollars ($100,000), or injury/illness of Department of Defense (DoD) personnel that results in the loss of eight or more hours work.

19.2.1.18 Date

Enter the date (MMDDYY format) on which the mishap occurred. This date must be the same as or earlier than the current date (Date $\leq$ System Date). This is a required data element.

19.2.1.19 Condition

Indicate the lighting condition at the time the accident occurred by selecting the circle in front of one of the following: Day, Night, Dusk or Dawn.

19.2.1.20 Time

Enter the time (military format) at which the mishap occurred. This is a required data element.

19.2.1.21 Owning DoD Component

Enter the department code (up to 15 alphanumeric characters) for the owning Department of Defense (DoD) component.

19.2.1.22 Location

Enter the location (up to 30 alphanumeric characters) where the mishap occurred.

19.3 Flight Safety - Mishaps Screen 2

Screen 2 is for information about any aircraft involved in the mishap as well as a narrative of significant events pertaining to the mishap.

Figure 19.5 Flight Safety - Mishaps Screen 2
Note: Numbers in data boxes indicate corresponding section numbers.

19.3.1 Fields for Flight Safety - Mishaps Screen 2

<u>**Aircraft Information Section**</u>

19.3.1.1 Type/Model

Enter the code (up to 7 alphanumeric characters) that identifies the aircraft model; e.g., F-14D.

19.3.1.2 Aircraft Mission

Enter a brief description (up to 20 alphanumeric characters) of what the aircraft was doing when the mishap occurred; e.g., functional check.

19.3.1.3 Serial Number

Enter the contractor shop number or the Government Bureau Number (up to 10 alphanumeric characters) assigned to a specific aircraft.

19.3.1.4 Narrative of Significant Events

Enter a description of the events in the operation/mission leading up to the mishap. You may type the narrative in Word, copy it, and then paste it in this scrollable text box. See Appendix B for more information on using Word to cut and paste.

19.4 Flight Safety - Mishaps Screen 3

Screen 3 (Figure 19.6) is for information regarding any fatalities or injuries resulting from the mishap.

Figure 19.6 Flight Safety - Mishaps Screen 3
Note: Numbers in data boxes indicate corresponding section numbers.

19.4.1 Fields for Flight Safety - Mishaps Screen 3

If a pop-up message informs you that the number of fatalities (19.4.1.1) plus the number of injuries (19.4.1.2) does not equal the total number of listed names (DoD, 19.4.1.3, and Contractor, 19.4.1.6), click on **OK**. This is only to alert to the discrepancy. It will not prevent you from continuing with the record.

19.4.1.1 No. of Fatalities

Indicate the number (up to 4 digits) of fatalities resulting from the mishap.

19.4.1.2 No. of Injuries

Indicate the number (up to 4 digits) of injuries resulting from the mishap.

DoD Section

Warning: Because of a system limitation, you must use the Tab or Enter key to move off a data box after you add or change information; otherwise, the information may not be saved. Use the mouse (click) only to move to the Contractor Section.

Note: If there are more than four names listed or if more than four must be added, use the vertical scroll bar to view or add the additional names.

19.4.1.3 Name

Enter the name (up to 30 alphanumeric characters) of each DoD employee who was a fatality or an injured party as a result of the mishap.

19.4.1.4 Degree of Injury

Enter a brief (up to 30 alphanumeric characters) description of the injury to each listed person. This is a required data element for each listed DoD employee.

19.4.1.5 Duty

Enter a brief (up to 30 alphanumeric characters) description of the listed person's duty when the mishap occurred. This is a required data element for each listed DoD employee.

Contractor Section

Warning: Because of a system limitation, you must use the Tab or Enter key to move off a data box after you add or change information; otherwise, the information may not be saved. Use the mouse (click) only to move to the DoD Section.

Note: If there are more than four names listed or if more than four must be added, use the vertical scroll bar to view or add the additional names.

19.4.1.6 Name

Enter the name (up to 30 alphanumeric characters) of each contractor employee who was a fatality or injured party as a result of the mishap.

19.4.1.7 Degree of Injury

Enter a brief (up to 30 alphanumeric characters) description of the injury to each listed person. This is a required data element for each listed contractor employee.

19.4.1.8 Duty

Enter a brief (up to 30 alphanumeric characters) description of the listed person's duty when the mishap occurred. This is a required data element for each listed contractor employee.

19.5 Flight Safety - Mishaps Screen 4

Screen 4 (Figure 19.7) is for information regarding the type and extent of property damage that occurred as a result of the mishap.

Figure 19.7 Flight Safety - Mishaps Screen 4
Note: Numbers in data boxes indicate corresponding section numbers.

19.5.1 Fields for Flight Safety - Mishaps Screen 4

<u>Government Property Damage Section</u>

19.5.1.1 Estimated Repair or Replacement Cost

Enter the dollar estimate (up to 12 digits) for costs associated with the repair or replacement of Government property damaged in the mishap.

19.5.1.2 Narrative

Enter a brief description (up to 1,250 alphanumeric characters) of the property damage incurred as a result of the mishap. You may type the narrative in Word, copy it, and then paste it in this scrollable text box. (See Appendix B for more information on using Word to cut and paste.) This is a required data element if you entered a value in the Government Property Estimated Repair or Replacement Cost data box (19.5.1.1).

<u>Contractor Property Damage Section</u>

19.5.1.3 Estimated Repair or Replacement Cost

Enter the dollar estimate (up to 12 digits) for costs associated with the repair or replacement of contractor property damaged in the mishap.

19.5.1.4 Narrative

Enter a brief description (up to 1,250 alphanumeric characters) of the property damage incurred as a result of the mishap. You may type the narrative in Word, copy it, and then paste it in this scrollable text box. (See Appendix B for more information on using Word to cut and paste.) This is a required data element if you entered a value in the Contractor Property Estimated Repair or Replacement Cost data box (19.5.1.3).

<u>Public/Private Property Damage Section</u>
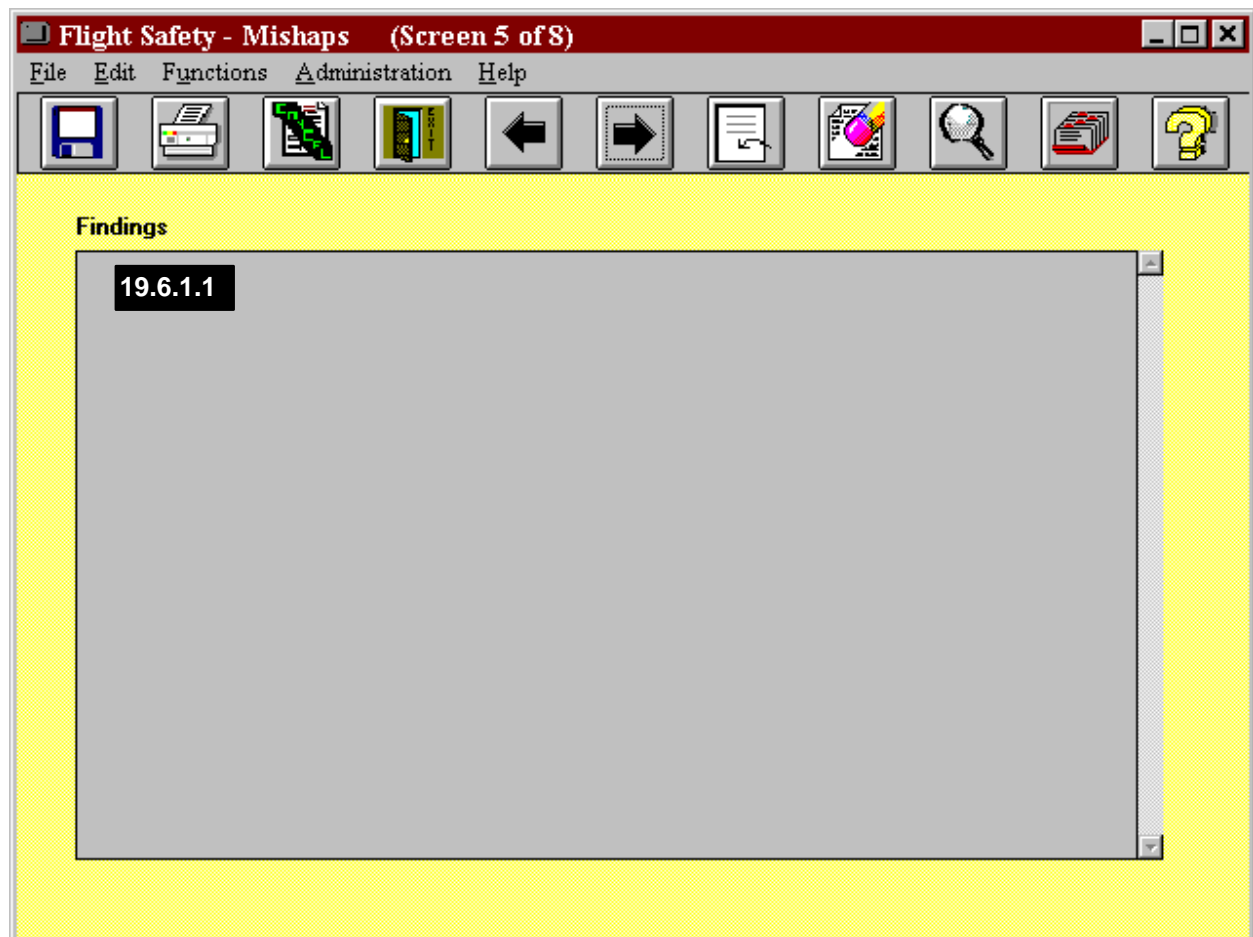
19.5.1.5 Estimated Repair or Replacement Cost

Enter the dollar estimate (up to 12 digits) for costs associated with the repair or replacement of public/private property damaged in the mishap.

19.5.1.6 Narrative

Enter a brief description (up to 1,250 alphanumeric characters) of the property damage incurred as a result of the mishap. You may type the narrative in Word, copy it, and then paste it in this scrollable text box. (See Appendix B for more information on using Word to cut and paste.) This is a required data element if you entered a value in the Public/Private Property Estimated Repair or Replacement Cost data box (19.5.1.5).

19.6 Flight Safety - Mishaps Screen 5

Screen 5 (Figure 19.8) is for a narrative of the findings concerning the mishap.
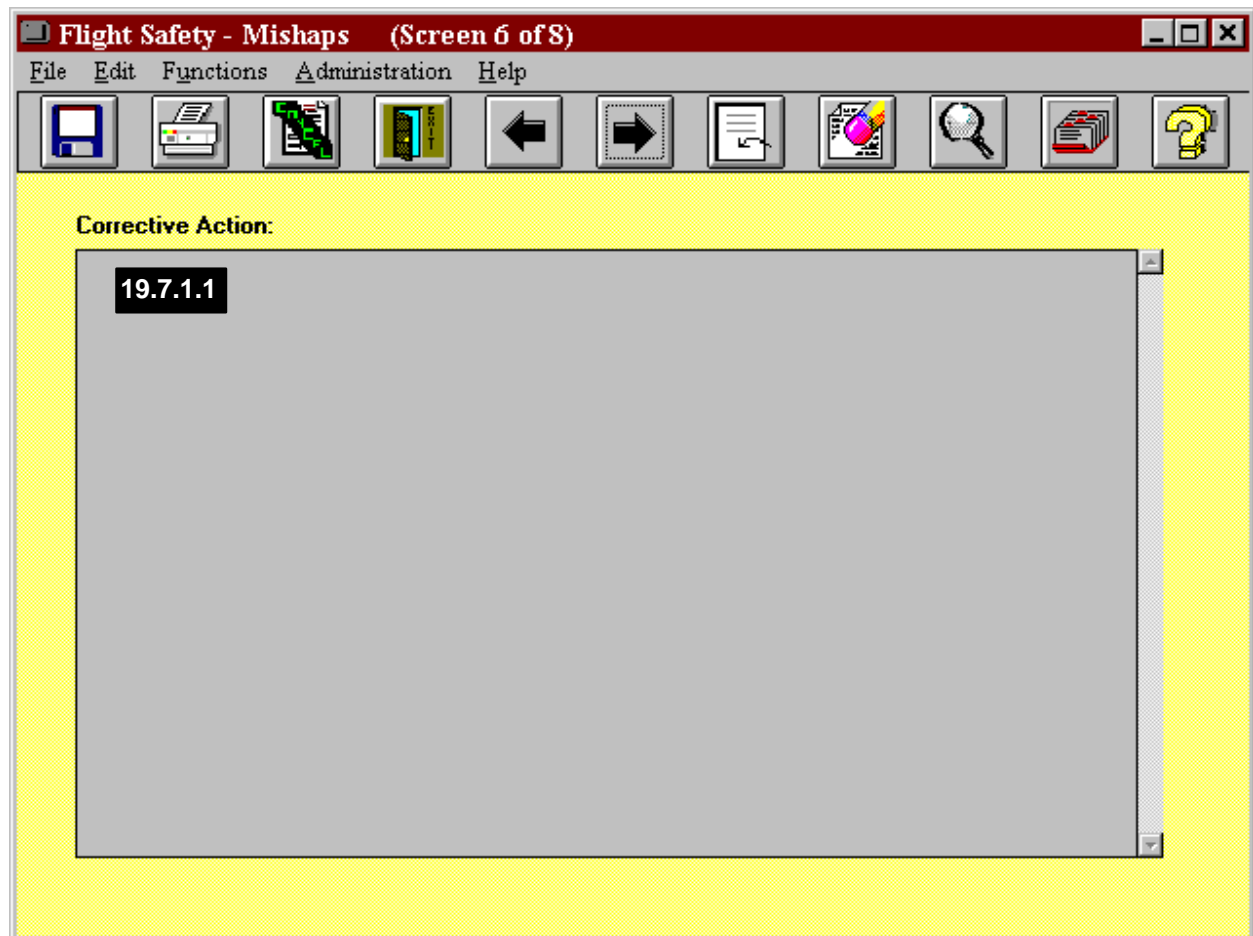

Figure 19.8 Flight Safety - Mishaps Screen 5
Note: Numbers by data fields indicate corresponding section numbers.

19.6.1 Fields for Flight Safety - Mishaps Screen 5

19.6.1.1 Findings

Enter a description of the findings (up to 2,000 alphanumeric characters) of the mishap. You may type the narrative in Word, copy it, and then paste it in this scrollable text box. See Appendix B for more information on using Word to cut and paste.

19.7 Flight Safety Screen Mishaps 6

Screen 6 (Figure 19.9) is for a narrative detailing any corrective actions taken as a result of the mishap.

Figure 19.9 Flight Safety - Mishaps Screen 6
Note: Numbers in data boxes indicate corresponding section numbers.

19.7.1 Fields for Flight Safety - Mishaps Screen 6

19.7.1.1 Corrective Action

Enter a description of the corrective actions (up to 2,000 alphanumeric characters) to be taken as a result of the mishap. You may type the narrative in Word, copy it, and then paste it in this scrollable text box. See Appendix B for more information on using Word to cut and paste.

19.8 Flight Safety Mishaps Screen 7

Screen 7 (Figure 19.10) has five (5) data elements for technical information at the top of the screen and four (4) data elements for additional flight information at the bottom of the screen.

Figure 19.10 Flight Safety - Mishaps Screen 7
Note: Numbers in data boxes indicate corresponding section numbers.

19.8.1 Fields for Flight Safety - Mishaps Screen 7

Technical Information Section

19.8.1.1 Effect on Production

Enter a brief description (up to 240 alphanumeric characters) of the effect that the mishap had on the production of the aircraft.

19.8.1.2 Date Last Safety Survey

Enter the date (MMDDYY format) that the last safety survey was conducted. This date must be the same as or earlier than the current date (Date ≤ System Date).

19.8.1.3 Survey Kind

Select the kind of survey that was conducted from this drop-down list. The choices are as follows: Risk Assessment, Safety, Post Award or Other.

19.8.1.4 Survey Type

Select the type of survey that was conducted from this drop-down list. The choices are On Site, Fast Form, Capability, Annual or Semi-Annual.

19.8.1.5 Results

Enter a brief summary (up to 240 alphanumeric characters) of the findings of the safety survey.

Additional Flight Information Section

19.8.1.6 Altitude

Enter the altitude (up to 6 digits) at which the aircraft was flying at the time of the mishap.

19.8.1.7 Weather Conditions

Enter a brief description (up to 240 characters) of the weather conditions that existed when the mishap occurred.

19.8.1.8 Weather a Factor?

Select the circle in front of Yes or the circle in front of No to indicate whether or not weather conditions contributed to the mishap.

19.8.1.9 Special Equipment Used

Enter a description (up to 240 characters) of any special equipment used during the operation/mission.

19.9 Flight Safety - Mishaps Screen 8

Screen 8 (Figure 19.11) has seven (7) data elements for additional information pertaining to special assistance, news releases and reports.

Figure 19.11 Flight Safety - Mishaps Screen 8
Note: Numbers in data boxes indicate corresponding section numbers.

19.9.1 Fields for Flight Safety - Mishaps Screen 8

<u>Additional Information Section</u>

19.9.1.1 Special Assistance Requested

Enter a brief description (up to 240 alphanumeric characters) of any special assistance requested as a result of the mishap.

19.9.1.2 News Released

Select the circle in front of Yes or No to indicate whether or not a news release was issued.

19.9.1.3 Will News be Released?

If a news release has not already been issued, select the circle in front of Yes or No to indicate whether or not a news release will be issued.

19.9.1.4 News Released by Whom

Enter the name of the person (up to 30 alphanumeric characters) who issued the news release.

19.9.1.5 PCO Notified?

Select the circle in front of Yes or No to indicate whether or not Procuring Contracting Officer (PCO) was notified.

19.9.1.6 DTG of Other Notification Reports

Enter the Date Time Group (DTG) of other notification reports. This box will hold up to 60 alphanumeric characters.

19.9.1.7 Other Reports

Enter the names of other reports that were filled out as a result of the mishap. This box will hold up to 60 alphanumeric characters.